

Steps to Setting up your iPad to DOE email

Step 1: Click on Settings.

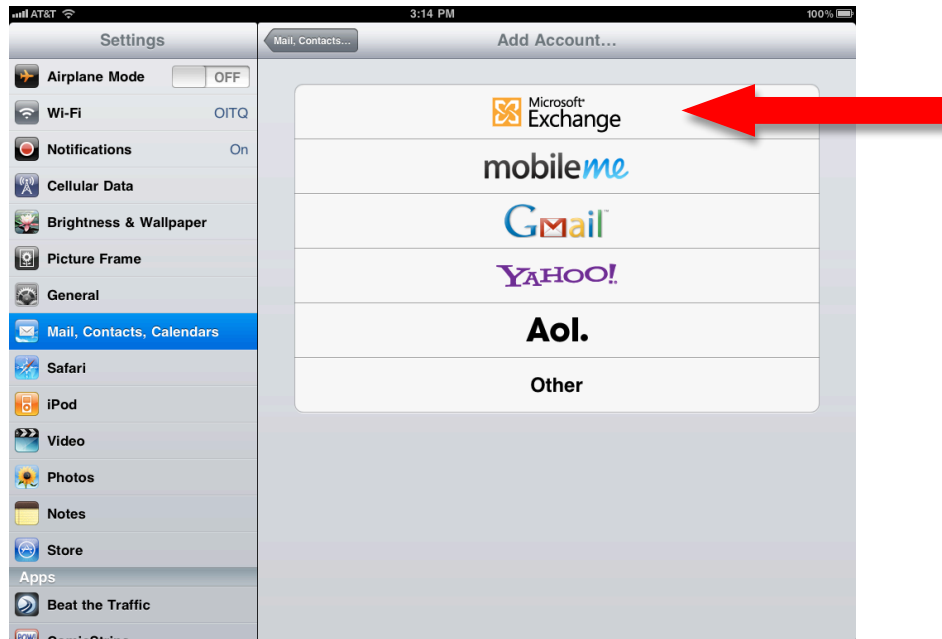


Step 2: Click on Mail, Contacts and Calendars.

Step 3: Click on Add Account.



Step 4: Click on Microsoft Exchange



Step 5: Fill out the form with your information. Sample below:

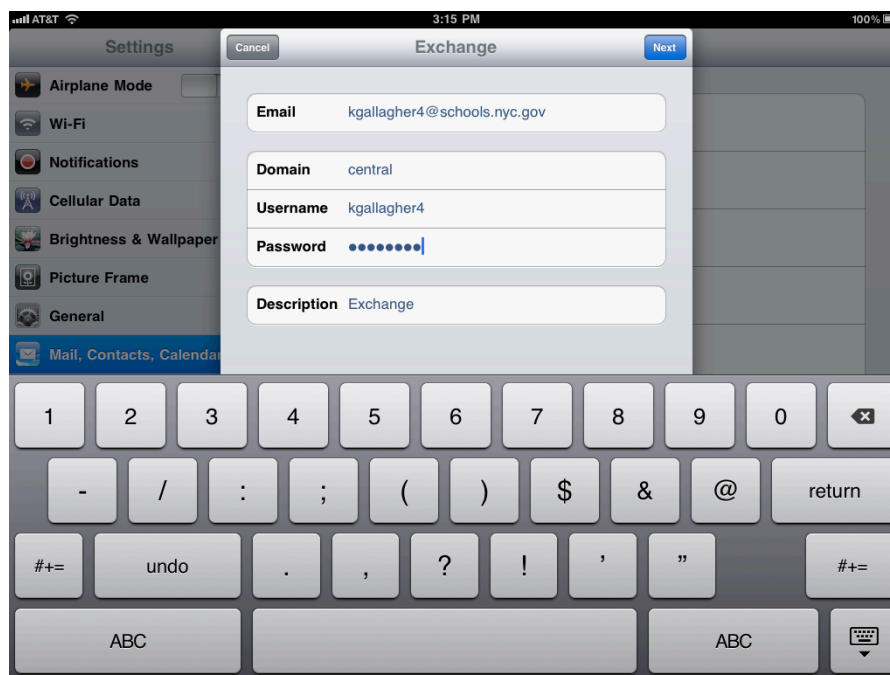
Email: kgallagher4@schools.nyc.gov

Domain: Central

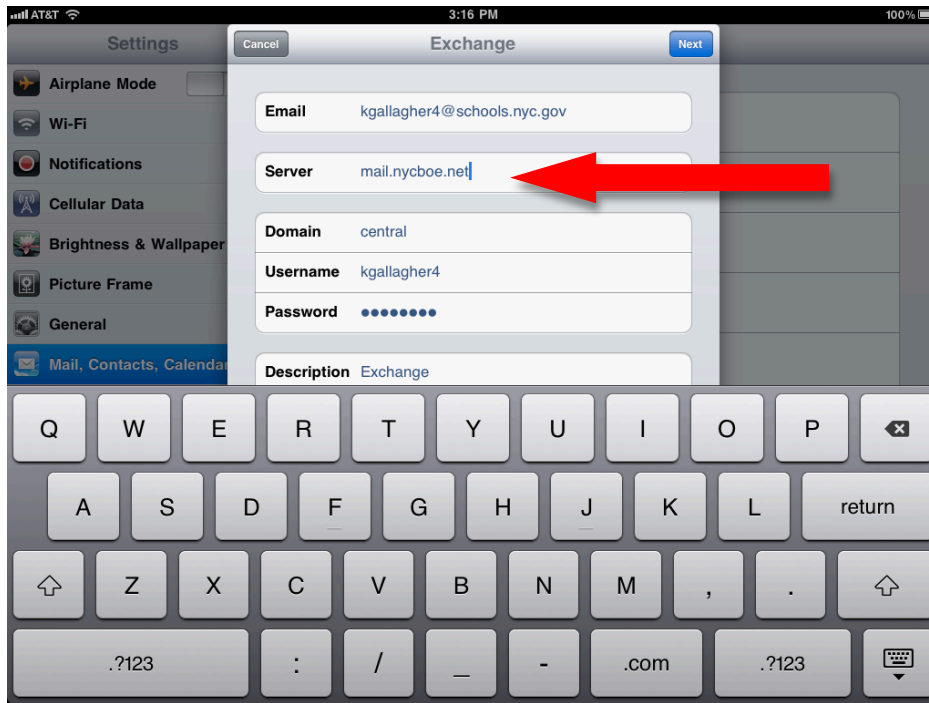
Username: kgallagher4

Password: (DOE email password- case sensitive)

Click next.



Step 6: Fill in the server: **mail.nycboe.net**



Step 7: Select yes to sync mail, contacts and calendars. Click save.



Your emails should start to automatically populate your iPad.